



## **CLINTON COUNTY JUSTICE COORDINATING COMMISSION**

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### **REQUEST FOR PROPOSAL JAIL NEEDS ASSESSMENT & CONSULTING SERVICES**

*Sealed Proposal Due Date: 4:00 p.m. on May 31, 2013*

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**I. Introduction**

Clinton County, Iowa, by and through the Clinton County Justice Coordinating Commission ("Commission"), is seeking sealed proposals from qualified criminal justice consulting firms who possess knowledge, skills, and experience in pre-architectural jail planning to conduct a comprehensive jail needs assessment study and provide pre-architectural consulting services. The purpose of this study is to develop a plan that will establish current and future capacity requirements and operational costs associated with the replacement of the current facility with a new facility and provide an initial estimate of the cost of construction.

The Commission will evaluate firms from material submitted in response to this RFP. All interested firms must complete a full proposal based on the scope of services specified in Section VII. Based on a review of submitted proposals, the Commission may interview selected firms prior to making a final decision. The Commission reserves the right to modify the selection process based on information provided in the RFP submittals.

**II. RFP Process Timeline**

RFP Issued:	April 26, 2013
Deadline for Questions Submission:	May 17, 2013
Responses DUE:	May 31, 2013 at 4:00 p.m.
Jail Planning Project Team Notification of Selection of Short-Listed Firms:	June 28, 2013
Short-Listed Firm Interviews	July 17, 2013
Top-Ranked Firm Selection	July 25, 2013
Contract Negotiation	July 25, 2013 – July 31, 2013
Award of Contract	August 5, 2013

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**III. Instructions to Proposers**

All proposals must be submitted to:

**Eric Van Lancker**  
**Clinton County Auditor's Office**  
**1900 North Third Street**  
**P.O. Box 2957**  
**Clinton, IA 52733-2957**

All questions regarding the proposal shall be directed by email only with the subject line "Jail Needs RFP [Insert Proposer Name]" to:

**Brian K. McKenrick**  
**CCJCC Coordinator**  
**ccjcc@clintoncounty-ia.gov**

1. Four (4) bound copies of the main proposal and one electronic copy should be submitted. The cover should include the title "Jail Planning Proposal," date of submission, name of the firm, and the firm's contact person with phone number and address. The contact person must be an authorized representative of the firm.
2. Four (4) copies of the budget proposal should be placed in a sealed envelope and marked with the firm's name and the notation: "SEALED BUDGET PROPOSAL."
3. A transmittal letter, signed by the authorized contact person, should accompany the proposal.
4. Both parts of the proposal and transmittal letter should be sealed in an envelope or carton and marked on the outside with the words "Jail Planning Proposal."
5. Proposals are due by 4:00 p.m. on May 31, 2013. Any proposal received after that time will be marked "Received Late" and returned unopened to the proposer.
6. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
7. The Commission Coordinator or his representative will notify appropriate Agents if the Commission wishes to interview them and will establish the timeline for those interviews.
8. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

9. In submitting qualifications, it is understood by the undersigned that the right is reserved by the Commission to accept any qualifications, to reject any and all qualifications, and to waive any irregularities or informalities which are in the best interest of Clinton County.

#### **IV. Terms and Conditions**

1. The Commission reserves the right, at its sole discretion, to terminate this process at any time, or reject any and all proposals without penalty, prior to the execution of a contract acceptable to the Commission. Final selection will be based on the proposal which best meets the requirements set forth in the RFP and are in the best interest of Clinton County.
2. The Commission reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
3. Any proposal may be withdrawn up until the date and time set above for the opening of proposals. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide the Commission the services set forth in the attached specifications, or until one or more of the proposals have been approved by the Commission, whichever occurs first.
4. Any agreement or contract resulting from the acceptance of a proposal should contain, at a minimum, all applicable provisions of the RFP. The Commission reserves the right to reject any agreement that does not conform to the RFP and any County requirements for agreements and contracts.
5. The successful firm will have thirty (30) days from the date of the Notice to Proceed to commence work on the proposed project.
6. The Commission reserves the right to recommend the award of the contract to the next most qualified firm if the successful firm does not begin the contracted services within the prescribed thirty (30) days.
7. The Commission shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the RFP.
8. The successful firm further may be required to provide certification of compliance with applicable statutory employment mandates, including but not limited to Iowa and US labor and nondiscrimination laws.

#### **V. Selection Process**

The members of the Jail Facility & Planning Committee, or a subset thereof, will review the proposals and submit recommendations to the Commission. Depending on the response to the RFP, the Jail Facility & Planning Committee shall short-list the firms that best meet the selection criteria and schedule those firms for interviews with the Commission on July 17, 2013.

Notification of the selection of short-listed firms shall be provided to all proposers by June 28, 2013.

Firms scheduled for interviews will be able to discuss their credentials, special skills, and particular approaches to various elements of the study. The selection criteria will be weighted with 45 percent for methodology, 40 percent for qualifications, and 15 percent for costs.

## **VI. Background Information**

### **COUNTY BACKGROUND**

Clinton County, Iowa is located on the Mississippi River in eastern Iowa, adjacent to Illinois. US Highways 30, 67 & 61 intersect in the county, which places Clinton County approximately 2.5 hours west of Chicago, Illinois, 30 minutes north of US Interstate 80 and Davenport, Iowa, and 1.5 hours east of Cedar Rapids, Iowa.

Clinton County has a population of 49,116 people and a total area of 710 square miles. The City of Clinton has a population of 26,885 people. The remaining citizens reside in a variety of towns and cities with populations not exceeding 5,400 and the surrounding rural areas of the county. Clinton County is home to many manufacturing facilities including Archer-Daniels Midland, Custom-Pak, Inc., J.T. Cullen, IPSCO Tubulars, Inc., Néstlé-PURINA PetCare, and LyondellBasell. The City of Clinton is also home to Ashford University.

### **THE COUNTY JAIL**

The Clinton County Sheriff's Office operates the county jail, a 44 bed facility which includes a six bed work release area. There are an additional 10 beds available as temporary housing for less than 24 hours. Annual bookings in calendar year 2012 totaled 1,865, and the average daily population of our facility was 38.63, which was the lowest annual ADP in nearly a decade.

The jail occupies the second floor of the Law Enforcement Center, built in 1969 and located across a parking lot from the County Courthouse. The jail is linear in design and limits the ability of staff to effectively manage the inmate population. Many serious physical plant deficiencies have been identified in the jail, such as "[it] is an antiquated facility that is in dire need of replacement," "[s]erious safety and security issues exist with the design of the 1969 constructed jail," and "[t]he problem in Clinton County is not the over population in the jail...It is the jail itself. This jail would be insufficient if it were empty."<sup>1</sup>

The first floor of the law center houses administrative offices of the Sheriff's Office, including its civil and investigation divisions, as well as the County Communications Center, which answers all 911 calls in Clinton County and provides dispatching services for 13 fire departments, 5 ambulance services, 3 municipal police departments and the Sheriff's Office.

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<sup>1</sup> Russell, D., & Weber, T. (2008) *Local Jail and Justice System Assessment: Clinton County, Iowa* (NIC Technical Assistance 08J1005). Clinton, IA: National Institute of Corrections.

**THE CLINTON COUNTY JUSTICE COORDINATING COMMISSION**

On January 12, 2008, the County received Technical Assistance, via Technical Assistance No. 08J1005, from the National Institute of Corrections (NIC). The purpose of the report was to provide short-term technical assistance services for the Clinton County Sheriff's Office in conjunction with the review of the utilization of the jail in supporting the criminal justice system within Clinton County. A copy of the technical assistance report is available upon request by contacting Commission Coordinator Brian K. McKenrick, at ccjcc@clintoncounty-ia.gov with the subject line "Jail Needs RFP [*Insert Proposer Name*]."

The Commission was formed in April 2009, as a result of the recommendations in the technical assistance report, in an effort to improve the efficiency and effectiveness of the local criminal justice system. It is comprised of thirteen members including, but not limited to, representatives from the County Board of Supervisors, County Sheriff, Jail Administrator, County Attorney, City of Clinton Police Chief, Clerk of Court, District Court, County Mental Health, and community members. The Commission is supported by one full-time staff person, the Commission Coordinator.

Members of the Commission, including the Coordinator, Sheriff, and Jail Administrator, have attended the Planning of New Institutions program conducted by the National Institute of Corrections. The Commission Coordinator will be dedicated to this project and will serve as the local point of contact responsible for scheduling and facilitating meetings. Any successful firm will incorporate this dedicated resource into their proposal.

An advisory committee of community stakeholders has already been established to provide input and advice to the core project team.

The Commission Coordinator has already collected significant amounts of criminal justice system data, so it is expected that Proposers will not need to spend as much time and as many resources typically devoted to data collection. Proposers should contact the Commission Coordinator by email at ccjcc@clintoncounty-ia.gov with the subject line "Jail Needs RFP [*Insert Proposer Name*]" for more information on available data.

Some measures already have been enacted to reduce the jail population. These include expanded use of electronic monitoring for certain sentenced misdemeanants and a program to remind individuals of their scheduled court appearances to reduce warrants issued for failure-to-appear.

**CITY OF CLINTON POLICE DEPARTMENT**

The City of Clinton separately and previously has conducted space needs assessments for the City of Clinton Police Department. The most recent assessment was conducted in 2003. A summary of its recommendations is available by contacting the Commission Coordinator by email at ccjcc@clintoncounty-ia.gov with the subject line "Jail Needs RFP [*Insert Proposer Name*]."

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**VII. Scope of Services Desired**

In order to better evaluate proposals, the Commission would like Proposers to break down their submissions into four packages. Depending upon the responses received, the Commission may elect to pursue one, all, or a combination of services described in the service packages below.

**PACKAGE ONE: JAIL NEEDS ASSESSMENT**

The scope of work for the Needs Assessment component will include, but not be limited to, the following items:

1. The consultant will work with the Commission Coordinator to identify any data required. The consultant will analyze and assess data collected by the Commission Coordinator. It is expected that this will reduce the on-site time and travel required.
2. The consultant should examine the various factors contributing to the current correctional center population. This study should examine county population growth trends, crime trends, changes in laws, practices within the criminal justice system and other factors that have or will affect the number of pretrial defendants and sentenced offenders who are detained in the county jail and the lengths of their stays.
3. The consultant should perform a study of the inmate population, including demographics by race, ethnicity and gender, in order to describe the jail population and provide information useful for developing design specifications about the types and number of bed spaces that will be needed to accommodate inmates in the county jail.
4. The consultant will forecast facility capacity requirements in five-year increments for a minimum of twenty (20) years. The consultant should also identify a reasonable margin of error in the forecast and explain the rationale behind it. The forecast will be broken out to show the space allocation requirements for each type of area that accommodates inmates, such as intake, infirmary, housing areas (maximum, medium, and minimum housing for males and females). If major changes are imminent, such as new laws or addition of new industries, they should be acknowledged for their potential impact on the forecast. The description of the forecast should be written so that members of the public can understand its relation to historical trends, growth of the county, and changes in crime, and the recommended strategy for designing the facility to accommodate future expansion needs.
5. The consultant should develop a forecast of Sheriff's Office space needs including specific secure areas designed for various types of evidence storage operations. This forecast should identify the space needs in the same incremental time frames as that used in the jail forecast. Also, the rationale underlying the forecast should be described.
6. The consultant will provide projected operational and facility costs associated with the inmate population forecasts.



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**PACKAGE TWO: FACILITY DEVELOPMENT CONSULTING SERVICES**

The scope of work for the facility development phase will include, but not be limited to, the following items:

1. The consultant should assist the Commission in assembling a list of options to meet the County's facility needs.
2. The consultant will work with the project team to determine the functional components which may be included in the facility.
3. The consultant will work with the project team to formulate and document scenarios for major activities in the jail and administrative offices. These scenarios will help determine circulation patterns and access requirements.
4. The consultant will work with the project team to develop a list of rooms and spaces required in the facility. The consultant will describe each space in detail, identifying functional, equipment, security and access requirements in addition to square footage requirements.
5. The consultant will work with the project team to develop adjacency diagrams, which illustrate relationships between the spaces previously identified.
6. The consultant will develop a staffing plan for the new facility developed in the pre-architectural program.
7. The consultant will provide a report, in one bound and one electronic format, to the Commission Coordinator documenting the decisions made during the pre-architectural program phase.
8. The consultant will work with the project team to develop site evaluation criteria. The consultant will work with the project team to identify potential sites to be considered.

**PACKAGE THREE: SPACE NEEDS ASSESSMENT FOR COMMUNICATIONS CENTER**

The scope of work for package three will include, but not be limited to, the following items:

1. The consultant will provide a detailed report on the current and future space needs for the Communications Center.
2. The consultant should identify potential areas of consolidation in a joint-use facility for the Clinton County Sheriff's Office and Communications Center.
3. The consultant will identify appropriate staffing levels based on call volume.
4. The consultant will provide an estimate of avoided costs (savings) if a joint jail-communications project were pursued, including any fixtures and equipment recommended.
5. The consultant will evaluate up to two alternative site locations for their suitability.

**PACKAGE FOUR: REVIEW/CONSIDERATION OF POLICE DEPARTMENT ASSESSMENT**

The scope of work for package four will include, but not be limited to, the following items:

1. The consultant should review the 2003 space needs assessment conducted for the City of Clinton Police Department.
2. The consultant should identify potential areas of consolidation in a joint-use facility for the Clinton County Sheriff's Office and City of Clinton Police Department.
3. The consultant will provide an estimate of avoided costs (savings) if a joint city-county project were pursued, including any fixtures and equipment recommended.

**VIII. Exceptions**

Should a Proposer desire to delete a portion of the requested services or take exception to any specific requirement of this project such deviation from the desired work for the Commission must be listed as an Exception.

Exceptions are not automatically disqualifying. Each exception will be evaluated by the review team to determine its effect on the quality of the overall proposal and may in turn lead to an adjustment in scoring.

Each exception shall be listed and at the start identify the section and subsection of this proposal document that is being modified. This identification shall be followed by the full and complete description of the exception.

To the best of the Proposer's ability the description of exceptions should identify what is being modified, why the modification is occurring, and what affect the Proposer expects the modification to have on the overall project. This description is especially important if the Proposer believes the modification to be beneficial to Clinton County.

Exceptions shall be listed in their own section of the proposal documents.

**IX. Communication, Reports & Presentations**

The consultant should describe in the proposal how he or she will communicate with the Commission and/or the public about the jail needs assessment report. This description should indicate the approximate times of the meetings and their purpose. The consultant should also seek the preferences of the Commission, during an initial meeting, about how to structure public communication and obtain input of the stakeholders to help develop the specifics about contents of the communication.

The consultant should describe in the proposal the sections of the final report that might be anticipated at this time. Also, the proposal should indicate how the recommendations will be structured and what will be included. The final report should include an executive summary that is suitable for public distribution.

A rough draft of the final report should be submitted for review by the Jail Facility & Planning Committee. After the comments have been returned by the Committee, the report should be finalized and one bound copy and one electronic copy should be submitted to the Commission Coordinator.

After submission of the final report, the Commission will contact the consultant to establish a time when a summary presentation will be made to the Commission and/or Board of Supervisors in open session. The final report and supporting documentation shall be made available in electronic format to be placed on the county web site.

#### **X. Project Schedule & Starting Date**

The criminal justice planner should provide a timetable for the study, which will show the approximate times when key activities will occur and their general sequence. The timetable should encompass the project activities up to the time of the submission of the rough draft of the final report to the Commission for review and critique.

A Gantt chart or other appropriate schedule chart should be used to display the information. Explanations should be provided when the reasons for various timelines are not immediately apparent.

#### **XI. Qualifications of the Firm, Project Staffing & References**

The response should emphasize project experience that will be relevant to Clinton County, Iowa. The consulting firm shall provide a clear, concise response that will address the firm's ability and experience in complying with the scope of services requirements set forth in this RFP.

1. Give a brief description of the firm, including a description of the firm's experience in performing jail planning studies.
2. List by name and title the consulting firm team members to be assigned to the project for Clinton County. Identify the contact person who will have primary account responsibility. Provide qualifications, experience, and office location and phone number for each of the identified team members.
3. Describe your firm's particular expertise for conducting jail planning and needs assessment studies. Give examples of how this expertise has been utilized to the advantage of clients and how it may specifically relate to the County.
4. Briefly describe any attributes that distinguish your firm from others offering similar services that would prove helpful to the County in our selection process.
5. Describe any pending litigation of the firm.
6. Provide references from your last five local government projects, including name, address, telephone number, and type of consulting services/planning completed for these clients.

7. Provide a copy of the last jail needs assessment study your firm completed.

## **XII. Project Work Plan**

A project work plan should be constructed to show the estimated number of hours each person will work per package and task as determined by the Proposer. This should include the hours team members will perform on-site work and project time by support staff.

## **XIII. Project Budget**

The budget proposal should be submitted in a separate, sealed envelope, which will be opened after the top ranked firms have been identified. The budget should be presented in breakout tables, one for each service package identified in Section 7, according to the following easy to read format or its equivalent. Extra lines should be added to the table as needed, such as to list the various consultants.

A relevant narrative should provide an explanation for those items which are not immediately apparent in the budget table. If the consultant has suggestions or options for obtaining cost-savings in conducting this project, the information can be presented in a separate subsection of the budget either in the narrative or as a separate table.

### **EXAMPLE PROJECT BUDGET**

<b>CATEGORY</b>				
<b>PERSONNEL</b>	<b>HOURLY RATE</b>	<b>NO. OF HOURS</b>	<b>SUBTOTAL</b>	<b>TOTAL</b>
Consultants (listed separately)	\$		\$	
Support Staff (listed by position)	\$		\$	
Subtotal Personnel				\$
<b>TRAVEL</b>	<b>RATE</b>	<b>NUMBER</b>	<b>SUBTOTAL</b>	<b>TOTAL</b>
Airfare, auto, etc.	\$		\$	
Lodging	\$		\$	
Meals	\$		\$	
Other (list major items)	\$		\$	
Subtotal Travel				\$
<b>SUPPLIES &amp; OTHER</b>	<b>MONTHLY RATE</b>	<b>NUMBER</b>	<b>SUBTOTAL</b>	<b>TOTAL</b>
Office Supplies	\$		\$	
Telephone	\$		\$	
Postage	\$		\$	
Reproduction	\$		\$	
Subtotal Supplies & Other				\$
<b>TOTAL BUDGET</b>				<b>\$</b>

**XIV. Proposal Format**

The main proposal may contain a brief introduction of no more than one page. Following the introduction, the proposal should specifically address the consultants' approach as defined by Sections 7 through 13 of the RFP and in the order in which they appear in the RFP.

**Part A. Main Proposal**

- Introduction
- Scope of Services Desired  
(each item/task addressed independently but grouped together by package)
- Exceptions
- Communication, Reports & Presentations
- Project Schedule and Starting Date
- Qualifications of the Firm, Project Staffing, and References
- Project Work Plan
- Appendix A: Literature on the Firm
- Appendix B: Other Information

**Part B. Sealed Budget Proposal**

A sealed budget proposal is also required.